

## SECRETARY S5

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam for the position of Secretary S5 for the Parma City School District.

### FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission, 6617 Ridge Rd. Parma, Ohio (building located behind Parma City Hall – access off Ridgewood Dr.) Your application must be properly filled out and returned by Friday, May 20, 2016 at 4:30 p.m. **There is a \$15.00 non refundable fee to take the written exam. Said fee is due upon filing application (payable in cash or money order made out to the City of Parma – NO PERSONAL CHECKS). Said fee will be waived with proof of financial hardship.**

### EXAMINATION

TIME: 5:00 p.m. (in the evening) on Monday, May 23, 2016.  
PLACE: Red Rees Room and Computer Labs at Parma Senior High School 6285 W. 54<sup>th</sup> St. Parma, Ohio. Use rear parking lot off Longwood Ave. entrance to building by bus loop.  
TYPE OF EXAM: Multiple choice written exam relating to clerical skills and interpersonal relations, etc. A passing point of 70% will be used. Individuals must pass the written portion of the exam in order to be eligible to take the performance portion. You will be notified by mail whether you have passed the written exam. The computer typing speed is 60 wpm. on the computer and is pass/fail. The performance exam for Word, Excel & Access is pass/fail. You must pass the written, computer typing and computer performance exams to be placed on the Eligible List for Secretary S5.

### MINIMUM QUALIFICATIONS FOR ENTRANCE TO EXAMINATION

EXPERIENCE: Five years experience office work; have knowledge of computer programs such as Word, Excel, Access and Outlook; ability to type 60 wpm. See job description for more details.  
CITIZENSHIP: Must be United States citizen or be in the United States Legally.  
SECURITY: Job offer conditional upon passing BCI Record Check and FBI Record Check.  
PHYSICAL: Job offer conditional upon passing physical examination administered by School Board Physician.  
SALARY: \$15.13 an hour.

VETERANS on entrance exams who present a certificate of service or honorable discharge papers when filing their application shall receive 20% of their score additional provided they make a passing score.

According to O.A.P.S.E. contract Article 6.5 present employees of the School Board who pass a civil service test shall be placed on a Preferred Eligible List for the test(s) for which they pass.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be accommodated, please contact the Civil Service Commission Office.

By order of the Parma Civil Service Commission  
John L. Thomas Jr., Chairman  
Timothy Boyko  
Daniel Hoffman  
An Equal Opportunity Employer

# JOB DESCRIPTION

5311 LONGWOOD AVE. • PARMA, OH 44134

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## S-5 SECRETARY

**WORK SCHEDULE:** 41-52 Weeks

**JOB CLASSIFICATION:** S-5

**SALARY SCHEDULE:** 5; Code E

**CIVIL SERVICE:** Classified

**RESPONSIBLE TO:** Building Principals/Directors

## QUALIFICATIONS:

1. Five years of related office experience.
2. Demonstrated knowledge of various computer programs such as: Word, Excel, Access and Outlook.
3. Ability to learn and utilize new software programs as they are acquired and/or updated.
4. Ability to type from clear copy at a speed of 60 words per minute.
5. Knowledge of proper filing methods and procedures.
6. Ability to operate standard office equipment.
7. Ability to keep records accurately.
8. Ability to spell correctly and use good English.
9. Minimum competency in mathematical skills.
10. Ability to make individual decisions based on established policies and procedures.
11. Ability to deal with the public in person and on the telephone graciously and in a business-like manner.
12. Ability to maintain confidentiality of information.
13. Ability to meet deadlines.
14. Ability to serve in a supervisory capacity.
15. Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
16. Ability to deal with several problems simultaneously.
17. Possess regular and predictable attendance.

## MAJOR FUNCTIONS:

Under the direction of the administrator performs a wide variety of secretarial and clerical functions and is responsible for the efficient operation of the office or department which involves the exercise of independent judgment.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Type and disseminate bulletins, memos, reports, appraisals, etc. from the administrator.
3. Compose correspondence, bulletins, memos and rosters as directed by the administrator.
4. Perform research, collect data, and prepare reports as needed.
5. Be responsible for records and procedures dealing with finances as directed by the administrator.
6. Maintain department files and the confidentiality of those files.
7. Screen calls for the administrator and maintain an efficient telephone service, being particularly sensitive to a favorable image being projected for that office.
8. Exercise individual judgment to a great degree requiring analysis in interpreting policies and procedures.
9. Be responsible for general office routine unique to that office which involves supervisory responsibilities for a complete range of clerical functions.
10. Perform other related duties assigned.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit, talk or hear, stand, walk and stoop. The employee is frequently required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. The employee is required to walk up and down stairs to various departments. The employee is frequently required to sit and type for long periods of time. The employee is continuously required to sit and interact with public and staff while meeting multiple demands from several people. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

Human Resources, 7/01